DREXEL UNIVERSITY
Office of
University Housing

University Housing Student Employment Application Form

The Office of University Housing is accepting applications from Drexel students for Office Assistant positions. Please complete the form below and provide a copy of your resume when submitting your application.

Today's Date:

Student Name: University ID:

Current Address:

Permanent Address:

Mobile Phone Number: Home Phone Number:

Academic Status: ☐ Freshman ☐ Sophomore ☐ Pre-Junior ☐ Junior ☐ Senior

Major: Co-op Cycle:

Anticipated Term & Year of Graduation:

Please provide your schedule of availability based on your class or co-op schedule:

	Monday	Tuesday	Wednesday	Thursday	Friday
7:00-7:30AM					
8:00-8:30AM					
9:00-9:30AM					
10:00-10:30AM					
11:00-11:30AM					
12:00-12:30PM					
1:00-1:30PM					
2:00-2:30PM					
3:00-3:30PM					
4:00-4:30PM					
5:00-5:30PM					
6:00-6:30PM					
7:00-7:30PM					
8:00-8:30PM					

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Employment Status: ☐ Work Study ☐ Part-Time

If you have Work Study Funding, what is your grant amount total? $

Are you currently employed elsewhere on campus? If so, where?

Are you willing to work on short notice?

Would you be available to work on holiday/University breaks?

What personal skills & attributes would you bring to this position?

How did you hear about this position?

☐ Posted Flyer

☐ Current Employee Name of Employee:

☐ Financial Aid/Human Resources

☐ Other:

Employment History:

Company:

Address:

Type of Work:

Supervisor:

Telephone #:

Reason for Leaving:

Company:

Address:

Type of Work:

Supervisor:

Telephone #:

Reason for Leaving:

Signature: _____ Date: _____

Submit application to the Office of University Housing, 101 N. 34th Street (Towers Hall, 1st floor), Philadelphia, PA 19104
Questions can be directed to housing@drexel.edu, attn: Mr. Phillip Potter

For Internal Use Only:

Notes:

Received By: _____ Date: _____